

**MANCHESTER TOWN BOARD - REGULAR MEETING**  
**November 7, 2022 - 6 P.M.**

The 2022 Town Board Meeting was held at the Manchester Town Hall on Monday, November 7<sup>th</sup>, 2022 at 6:00 P.M., with the following members present:

<b>David Phillips</b>	<b>Supervisor</b>
<b>Kevin Blazey</b>	<b>Councilman</b>
<b>Scott DeCook</b>	<b>Councilman</b>
<b>Jaylene Folkins</b>	<b>Councilwoman</b>
<b>Matthew Shannon</b>	<b>Councilman</b>

**OTHERS PRESENT:** Devon Hayes, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; William Murphy, Deputy Highway Superintendent; Jennifer Fagner Assessor; Janis Catalano, Town Bookkeeper. **Town of Manchester Residents:**

**ABSENT:** None

**CALL TO ORDER:** Supervisor Phillips called the November 7<sup>th</sup>, 2022 Regular Board meeting to order at this time, 6:00 p.m.

➤ **RESOLUTION #131 - APPROVAL OF MINUTES, REGULAR MEETING October 8, 2022, AS SUBMITTED**

On motion of Councilwoman Folkins, seconded by Councilman Blazey, the following resolution was unanimously **ADOPTED**:

**VOTE:**                      **AYES - 5**                      **NAYS - 0**

**RESOLVED**, to approve the minutes from the Regular Meeting held on October 11<sup>th</sup>, 2022, as submitted.

➤ **RESOLUTION #132 - APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL STATEMENT**

On motion of Councilman Shannon, seconded by Councilman Blazey, the following resolution was unanimously **ADOPTED**:

**VOTE:**                      **AYES - 5**                      **NAYS - 0**

**RESOLVED**, to approve the Supervisor's Monthly Report as submitted. See Minute Book Attachment for report.

➤ **RESOLUTION #133 - APPROVAL OF TOWN CLERK'S MONTHLY REPORT**

On motion of Councilwoman Folkins, seconded by Councilman DeCook, the following resolution was unanimously **ADOPTED**:

**VOTE:**                      **AYES - 5**                      **NAYS - 0**

**RESOLVED**, to accept the Town Clerk's report as follows:

-- Dog Licenses (98 N & R; 0 - PB; 1-Exempt; 1-Tag)	\$	1,543.00
-- Double Input Transfer deposit	\$	-20.00
-- Late Fees (Dog Licenses)	\$	250.00
-- Transfer Station	\$	5,346.20
-- Zoning Fees	\$	3,912.00
-- Conservation	\$	35.41
-- Fax Fees	\$	0.00
-- Certified Copy	\$	110.00
-- Bingo Proceeds	\$	60.42
-- Marriage License (3)	\$	52.50
-- Bingo License (0)	\$	0.00
-- Game of Chance License (0)	\$	0.00
<b>TOTAL COLLECTED</b>		<b>11,289.53</b>
PAID TO NYSDEC	\$	1,033.59
PAID TO STATE	\$	118.00

MANCHESTER TOWN BOARD - REGULAR MEETING (CONT.)

November 7, 2022

PAID TO SUPERVISOR (TOWN)	\$	3,502.97
PAID TO NYS DEPT. OF HEALTH	\$	67.50
PAID TO NYS RACING & WAGERING	\$	0.00

Supervisor Phillips received and reviewed the following correspondence with the Board at this time (See minute book attachment for all correspondence):

- a. Supervisors Monthly Report
- b. Town Clerk Monthly Report
- c. Town Clerk’s Monthly Report from 2021 (historical reference only)
- d. Charter Communication, Channel lineup change
- e. Charter Communication, Channel lineup change
- f. Charter Communication, Channel lineup change
- g. E-Waste, new Electronics Recycling Program
- h. FLCC, Upcoming concert
- i. Clifton Springs Fire Department report June-September 2022
- j. Ontario County, National Adoption Day invitation
- k. Resignation letter, Cameron Seymour
- l. Graduated pay schedule for Emma Depew
- m. Ag and Markets, Municipal shelter inspection report
- n. Farmington Water, letter of non-compliance

~ Brief Discussion: E-Waste – requirement for NY State stating manufacturers are supposed to take electronics back. There is a change in 2023. GE Waste will not charge for disposal. We currently charge \$.40 a pound to have them recycle our electronics. We should see a change in the contract next month. We may want to review what how that will be handled. Should this be open to anyone or just our Transfer Station clients? The cost to us now is the transportation to get the electronic recycling over to E-Waste.

➤ RESOLUTION #134 – CHANGE THE PROPERTY FROM 2 DEBT WATER SERVICE TO 1 DEBT WATER SERVICE AT 635 LARUE ROAD.

On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously ADOPTED:

VOTE:                      AYES - 5                      NAYS - 0

RESOLVED, to have 635 LaRue Road changed from 2 debt water service to 1 debt water service

➤ RESOLUTION #135 – ADOPTION OF THE 2023 BUDGET

On motion of Councilman Blazey, seconded by Councilwoman Folkins, the following resolution was unanimously ADOPTED:

VOTE:                      AYES - 5                      NAYS - 0

7

RESOLVED, to move the 2023 Budget from Preliminary to Adopted.

~ Brief Discussion: Assessment Forms Part 1 and 2 were filled in prior to the meeting and were reviewed by board prior to the meeting so all parts of the did not need to be fully reviewed. Information will be shared at the Town Clerk office, also on the Town of Manchester website for our community to review. A January public hearing will be held.

➤ RESOLUTION #136 – APPROVAL OF SEQR FOR NEW ZONING CODE

On motion of Councilman Blazey, seconded by Councilman DeCook

VOTE:                      AYES - 5                      NAYS - 0

➤ WHEREAS, the Town of Manchester Town Board, hereinafter referred to as the Town Board, has determined Local Law No. 4 as of 2022 to be a Type I action under the State Environmental Quality Review (SEQR) Regulations, and,

WHEREAS, the Town Board has reviewed and accepted the Environmental Record prepared on said action, and

WHEREAS, the Town Board has considered the potential impacts associated with

November 7, 2022

said action.

NOW, THEREFORE, BE IT RESOLVED THAT, the Town Board makes this Determination of Non-Significance based upon: the Long Form Environmental Assessment Form, Parts 1, 2 and 3 prepared for this action; and, the Environmental Record prepared on said action.

BE IT FURTHER RESOLVED THAT, the Town Board makes this Determination of Non-Significance based on the following reasons supporting this determination:

1. The town Board Considered the action as defined in subdivisions 617.2(b)and 617.3(g) of Part 617 of the SEQR Regulations; and,
2. The Town Board did review the EAF, the Criteria contained in subdivision (c) of 617.7 and other supporting information to identify the relevant areas of environmental concern; and,
3. The Town Board did thoroughly analyze the identified relevant areas of environmental concern to determine if the action may have significant adverse impact on the environment; and
4. The Town Board did set forth Its determination of significance in written form containing a reasoned elaboration and providing reference to all support documentation

I, Devon Hayes, Town Clerk of the Town of Manchester do herby certify that the aforementioned resolution was adopted by the Town Board of the Town of Manchester on November 7, 2022 by the following vote:

David Phillips	<u>X</u>	___
Kevin Blazey	<u>X</u>	___
Jaylene Folkins	<u>X</u>	___
Matthew Shannon	<u>X</u>	___
Scott DeCook	<u>X</u>	___

Dated: November 7<sup>th</sup>, 2022

\_\_\_\_\_  
Devon Hayes, Town Clerk  
{SEAL}

➤ **RESOLUTION # 137– APPROVAL TO ACCEPT THE RESIGNATION OF CAMERON Seymour.**

On motion of Councilman Shannon, seconded by Councilman Blazey

**VOTE:                           AYES - 5                           NAYS - 0**

**RESOLVED,** to accept Cameron Seymour's resignation

➤ **RESOLUTION # 138– APPROVAL TO APPOINT RICH VIENNA TO THE POSITION OF PART TIME SNOW PLOW DRIVER**

On motion of Councilman DeCook, seconded by Councilwoman Folkins

**VOTE:                           AYES - 5                           NAYS - 0**

**RESOLVED,** to approve the appointment of Rich Vienna as a Snow Plow Driver.

➤ **RESOLUTION # 139– APPROVAL ACCEPT A PAY SCHEDULE FOR EMMA DEPEW**  
On motion of Councilman Blazey, seconded by Councilman Shannon

**VOTE:                           AYES - 5                           NAYS - 0**

**RESOLVED,** to approve the proposed pay schedule for Emma Depew.

**Department Reports:**

a. **HIGHWAY SUPERINTENDENT, Jason Lannon reported the following:**

- Finishing up the last round of mowing
- Mowing behind guard rails and in banks with the excavator
- Last truck is being put together for snow
- Power washed the highway barns- estimate from another company was about \$3,000. This money was saved by doing it in house.

November 7, 2022

- Mower tires have been replaced on both tractors
  - Working with Dave and Janis on how to pay for the new truck. It is in Ohio waiting for parts. It will not be released yet. Will most likely have to use reserve funds.
  - Working on street sign updates
  - 2 bend signs on Johnson Road were replaced costing \$2,700. They were the least expensive we could find. We were also able to keep one that was partially working to use for parts in the future.
- b. **CODE ENFORCEMENT OFFICER, Steve DeHond, reported the following:**
- 14 Permits – in the Town of Manchester
  - Collected \$641.42 in fees.
  - Estimated Construction Costs \$177,679.00
  - 4 permits issued in the Village of Manchester
  - 5 permits issued in the Village of Shortsville
  - 25 fire inspections in the three villages and the town.
  - Marty will be out for 3 to 4 weeks in December for unplanned surgery. Wishing him the best of luck.
- c. **ASSESSOR, Jennifer Fagner, reported the following:**
- 635 LaRue Road resident owners came into the office. There are 2 homes on this property but 1 has been vacant and deemed uninhabitable (MH). They will be taking this home out at some point and not replacing it. Town water runs past this property but they never paid to hook up to it as they have a private water source. The family is being charged 2 debt services and were asking if it could be changed to one. She is seeking a Resolution for this change as it needs to be approved by the Town Board. (Resolution # 134)
  - We had a total of 34 transfers since the last meeting in October.
  - She is doing a Toys for Tots again this year. For the Ontario County Assessor's Association and the Marine Corps. She has posted it and has also hung a sign on the entry way door. It would be greatly appreciative for help in spreading the word as it is for such a good cause.
  - We are still receiving Property Description Reports in the office. Also, many residents are coming in and calling to change their Star Exemptions, (Enhanced or Star Credit Checks). Our office will be sending out renewals for Ag and Partial Tax Exemptions for Seniors very soon.
  - Jennifer will be sworn in as the new secretary to the Ontario County Assessors Association.
- d. **TOWN CLERK, Devon Hayes, reported the following:**
- Mary Ann and I attended a cyber security meeting held at Lyons National Bank.
  - Mary Ann and Tabitha need to be appointed as Tax Collectors
  - Mary Ann and I have a tax collector meeting on 11/16/22
- e. **WATER SUPERINTENDENT, Kevin Lyke reported:**
- Still doing meters – Farmington Road was able to be fixed rather than replaced
  - Another valve rotted on Outlet Road. Had to replace that and put in stainless steel bolts
  - Did taps on LaRue and Stafford Roads
  - Had a meeting with Farmington, Wayne County and a person from MRB Group to help draft a letter up to push the City of Canandaigua into action regarding the water violation and asking what should/can be done. Once the letter is created, they would like affected Town Officials to sign the letter. We need a definite answer of what is going on.

~ Brief Discussion – The city of Canandaigua supplies water to several towns and village. It is a regional issue. Everybody except the City of Canandaigua and Village of Manchester are out of compliance. We need the water coming from the City of Canandaigua to drop the about levels for us to be in compliance. We need to have the levels at 80 for four quarters. Right now, when we get the water, it is at around 78. The last time we were out of compliance we went to Clear Test system. That has reduced the levels. Dave Phillips has received an email regarding the water issue from a constituent. Others might get them also. Kevin is going to ask some questions at the Village of

November 7, 2022

Manchester to see what their process is. Kevin is in conversation with Mike from Newark. They are building a water tower. There would be a lot involved for us being able to use that. Thank you, Kevin, for your work on this matter.

- f. **BUDGET**, Supervisor Dave Phillips, reported the following:
  - General fund did not receive any unusual revenues and had no large amount of expenses
  - Zoning fund and Highway fund received their third quarter revenue sales tax revenue from the County \$400,377.72. That is 10.5% higher than last year and 32% higher than 2020. Both funds have best month end revenue in years.
  - Transfer Station did not receive as much in user fees in but did not have much in expenditures.
  - Water funds continues to collect funds. Paid quarterly bill to Canandaigua/Farmington water district in October. Cost was about the same even though the price went from 243 per thousand to 246 per thousand.
  - All funds are going well. End of October numbers all look pretty good. We have a good year going

➤ **RESOLUTION #140 – APPROVAL OF FUND TRANSFERS**

From A1990.4 to A5132.4 - \$2,000 to cover heating costs fuel costs  
 From A9060.8 to A7510.4 - \$4,250 to cover rail yard bill from county  
 From A9060.8 to A1620.4 - \$2,750 to cover Manchester Pump Station

On motion of Councilman Blazey, seconded by Councilman Shannon, the following resolution was unanimously **ADOPTED**:

<b>VOTE:</b>	<b>AYES - 5</b>	<b>NAYS - 0</b>
--------------	-----------------	-----------------

**RESOLVED**, to approve the three fund transfers

➤ **RESOLUTION #141 – APPROVAL OF FUND TRANSFERS**

From General Fund A to Central Water Fund SW5 \$116.70 Arp funds

On motion of Councilman Shannon, seconded by Councilman DeCook, the following resolution was unanimously **ADOPTED**:

<b>VOTE:</b>	<b>AYES - 5</b>	<b>NAYS - 0</b>
--------------	-----------------	-----------------

**RESOLVED**, to approve the fund transfer

**ADDENDUM ITEMS**

- o. T.O.M. Quarterly Investment report
- p. T.O.M. Bank Account Collateralization

**BOARD MEMBER ITEMS:**

- **Councilwoman Folkins:**
  - 1.) Would like to stress transparency and public feedback for the new zoning code.
- **Councilman DeCook**
  - 1.)
- **Councilman Shannon:**
  - 1.)
- **Councilman Blazey:**
  - 1.)

• **Supervisor Phillips: Ontario County News:**

- 1.) Garbage refuse – Landfill in the Town of Seneca will be closing in the year 2028. There are only 8 or 9 other landfills in the area. Many studies are being done to look at options on how to handle this. Composting could be part of that solution. There will changes coming as we move closer to the landfill closing date.
- 2.) Update on security. We reached out to another company for a quote but we are too small a venue for them. We have one quote at this time from a company out of Rochester. We are looking to get at least three quotes in before deciding on who to have the work done by.

➤ **RESOLUTION #142 – MOTION TO APPROVE VOUCHERS**

On motion of Councilman Blazey seconded by Councilwoman Folkins, the following resolution was unanimously **ADOPTED**:

**VOTE:**

**AYES - 5**

**NAYS - 0**

**RESOLVED**, to approve October vouchers

**ADJOURNMENT:** There was no other business before the Board at this time; Councilman Blazey moved to adjourn the meeting, 6:54 p.m., seconded by Councilwoman Folkins, unanimously **APPROVED**.

*Respectfully Submitted,*

*Devon R Hayes, Town Clerk*

**\*\*Next Meeting(s):**

➤ *Regular meeting:*

*December 13, 2022 - 6:00 P.M.*